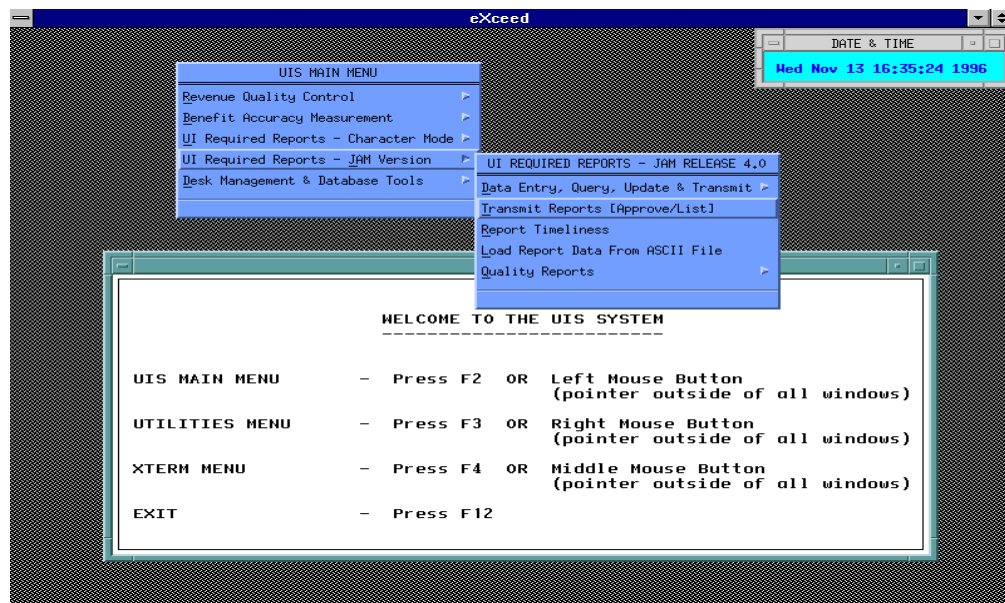# AUTOMATIC TRANSMITTAL

Accessing the Automatic Transmittal Application

The Automatic Transmittal application allows you to send UIRR reports from your State's database to the National Office (N.O.). The reports may have warnings but must be error free. To transmit reports, you must be in the approving official group (uidbapr).

To access the Automatic Transmittal application, choose the `UI Required Reports - JAM Version` menu option. In the UI Required Reports - JAM Release 4.0 menu, choose the `Transmit Report (Approve/List)` option, as shown in Figure 4.1.

Figure 4.1
Transmit Reports Menu

Automatic Transmittal Utility Screen

The Automatic Transmittal Utility screen appears, as shown in Figure 4.2. It displays a list of all reports that need to be transmitted to the National Office. The list includes new reports as well as reports that have been revised after having been previously transmitted. Reports that have been revised more than six months prior, are automatically eliminated from this list.

Figure 4.2
Automatic Transmittal Utility screen
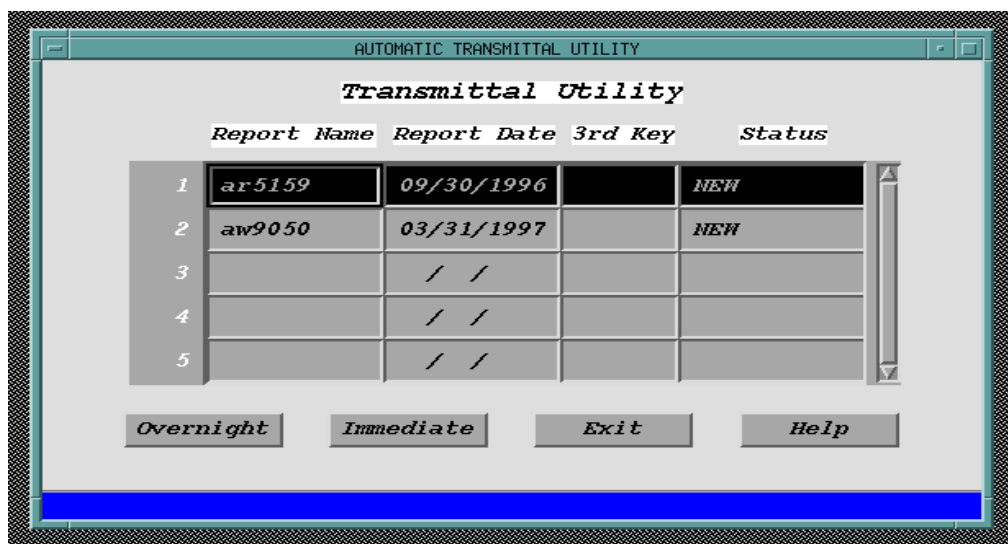
The screen displays four columns:

P   Report Name: This is the name of the report table(s) that needs to be transmitted to the N.O. (*example*, ar9055h).

P   Report Date: This is the date of the report table(s) that needs to be transmitted to the N.O. (*example*, 06/30/1997 if a monthly report).

P   3rd Key: This is used to give a unique identity to reports that have multiple reports/records within the s*ame* reporting period. While most reports require only the State (first key) and date (second key) to make them unique, certain reports have special features requiring an additional identifier — the third key — to differentiate them from other

58

reports. An example of a third key is Disaster Number for the ETA 902 report.

P   Status: There are four types of report status:

New   A report has been created, but not transmitted to the N.O.

Revised   The report has been revised since it was transmitted to the N.O.

Transmitted   The report has been successfully transmitted to the N.O.
              in the current session.

Failed   An attempt was made in the current session to transmit the report and the attempt failed.

At the bottom of the Automatic Transmittal Utility screen, there are four pushbuttons — Overnight, Immediate, Exit, and Help.

P   Overnight   Transmits the highlighted report(s) overnight.

P   Immediate   Transmits the highlighted report(s) immediately.
              Note: Immediate transmission may take several hours.

P   Exit   Exits the automatic transmittal application.

P   Help   Displays information about the Automatic Transmittal Utility screen.

Transmitting Reports to the National Office

You can send reports to the National Office over night or immediately. When you choose the Overnight option, the report(s) are transmitted at no cost to your State. However, when you choose the Immediate option, your State system initiates a telephone call to the N.O. at your State's expense.

Transmitting Reports With No Errors or Warnings

To send a report that contains no errors or warnings, highlight the report you want to send, then choose the Overnight or Immediate pushbutton. The report you chose appears, as shown in the sample in Figure 4.3. A small

"Processing" window appears; to close it, press Z   or click on OK.

Figure 4.3

The report is transmitted.

60

Transmitting Reports With No Errors
But May Contain Warnings

Highlight the report you want to send, then choose the Overnight or Immediate pushbutton. If the report contains one or more errors or warnings, a Review-Edit list appears, as shown in Figure 4.4. If there are errors, you will notice that the "continue Transmission option" is greyed out — unavailable to use — because the report has error(s).

Figure 4.4
List of Edits

To correct the report's errors, return to the Data Entry screen, which now contains data. Choose the Update option in the Database menu. You can now correct the errors and if appropriate, the warnings, in the report. When the report is error free, choose Save in the Database menu to save the corrected data to your State's database.

To transmit the report to the N.O., choose Overnight or Immediate in the Transmit to N.O. menu at the top of the Data Entry screen. The system scans the report again for errors. If no errors or warnings are found, the report is successfully transmitted. For more details on transmitting reports to the N.O., see Chapter 2, Data Entry.